

31 January 1956

MEMORANDUM FOR THE RECORD

SUBJECT: Receipt of Form 610a Routing and Record Sheet

1. On January 3, 1956, I received a call from [REDACTED] 25X1A9a Acting Chief, RI/FI with reference to the receipt of above-mentioned form. [REDACTED] 25X1A9a informed me that the form had been printed up on white paper instead of pink which was requested by them. I checked our records and in the specifications written by me, it was noted that an error had been made and the form had been requested on white paper. I immediately admitted the error to [REDACTED] 25X1A9a and asked what action he wanted taken. [REDACTED] 25X1A9a informed me to hold off until he had talked to [REDACTED] 25X1A9a to see if the form would be satisfactory on white paper.
2. At approximately 11 o'clock on January 24, 1956, [REDACTED] 25X1A9a called me and said that [REDACTED] 25X1A9a was very upset about the whole situation and that his remarks were, in effect, the following:

"The person making the mistake should be reprimanded, it was a mistake made by the Management Staff, and that the Management Staff should procure an additional order as per original request, and that the Management Staff should assume the responsibility for the additional cost, thereof."
3. [REDACTED] 25X1A9a inferred that it was possible to get out of this situation if we could in some way make the white copies pink or get an additional order in to meet their deadline of February 15, 1956,
4. [REDACTED] 25X1A9a was informed immediately of the error that I made and we discussed the possible ways of correcting the mistake. At the end of this discussion [REDACTED] 25X1A9a of the error and the steps we proposed to take to resolve the situation. [REDACTED] 25X1A9a was very sympathetic to the fact that anyone can make a mistake and we should do everything possible to correct it.
5. I contacted [REDACTED] 25X1A9a of the Printing and Reproduction Plant and told him our problem. He suggested we bring a box of the forms down and see what could be done. First, we tried the Color Verter (a dyeing machine) which proved unsatisfactory, due to wrinkling, tearing at the perforation, and smearing. Next, we tried the Speed Dex rotary press, by making a half-tone rubber screen that would

produce a printing effect. This would not work due to the uneven pattern on such a large area and overlapping of the impressions.

6. After all these trial and error attempts we went back to the Color Verter, and through gimmicking it up, we were able to get a satisfactory dye process on one side of the paper. The rate of dyeing would be approximately 1,500 copies an hour. At this rate of production the cost of dyeing the 250,000 forms on one side would be \$1,600.00. However, we were satisfied that the job could be done on one side.

25X1A9a 7. The next step was to see if [REDACTED] would accept the forms pink on one side only. Samples were brought back from the plant and shown to [REDACTED]. He was informed of the expense involved if they were dyed on both sides. [REDACTED] said one side would be very satisfactory. We then told him we were going to contact the Manufacturer to ascertain the earliest possible date when we could get a re-delivery. He agreed to this also, providing there would be no additional charge to DD/P. We assured him that there would not be any charge to them. 25X1A9a

8. Arrangements have been made with the Manufacturer to have an additional 250,000 forms on pink paper delivered as soon as possible. 50,000 of these will be air expressed in as soon as they are run off. The new order will cost \$870.98 plus \$40.00 to \$50.00 for the air express charge. Arrangements have been made with the Logistics Office to make this a stock item, thereby having Supply bear the procurement cost.

9. Until the new order is received, 25 to 50 thousand of the old order will be run through the Color Verter enabling [REDACTED] shop to proceed ahead on their project as planned. 25X1A9a

10. To date the Manufacturer has not called back confirming a delivery date.

[REDACTED] 25X1A9a

Word was received 1 February 1956 that delivery date is going to be 10 February 1956. *RCM*

Noted - this is a correct summary. You should be noted spec. error